

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
Olympia, Washington**

To: Family Planning Clinics
TAKE CHARGE Providers
Managed Care Organizations

Memorandum No: 06-80
Issued: September 29, 2006

From: Douglas Porter, Assistant Secretary
Health and Recovery Services
Administration (HRSA)

For information, contact:
800.562.3022 or go to:
<http://maa.dshs.wa.gov/contact/prucontact.asp>

Subject: New HRSA-Approved Family Planning Provider Billing Instructions

Effective for dates of service on and after November 1, 2006, the Health and Recovery Services Administration (HRSA) will update the *HRSA-approved Family Planning Provider Billing Instructions*.

What has Changed

Effective for dates of service on and after November 1, 2006, the *HRSA-approved Family Planning Provider Billing Instructions* has been updated online. The following sections have been updated:

- Definitions;
- Citizenship criteria;
- Services that are covered for women;
- Services that are covered for men;
- Coverage Table; and
- Fee Schedule

Currently there are two *HRSA-approved Family Planning Provider Billing Instructions* posted online. One is effective from July 1, 2006 – October 31, 2006 and the other is effective November 1, 2006.

How do I conduct business electronically with HRSA?

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

How can I get HRSA's provider documents?

To obtain HRSA's provider numbered memoranda and billing instructions, go to HRSA's website at <http://maa.dshs.wa.gov> (click on the ***Billing Instructions/Numbered Memoranda*** or ***Provider Publications/Fee Schedules*** link).

To request a free paper copy from the Department of Printing:

1. **Go to:** <http://www.prt.wa.gov/> (Orders filled daily.)
 - a) Click ***General Store***.
 - b) If a **Security Alert** screen is displayed, click **OK**.
 - i. Select either ***I'm New*** or ***Been Here***.
 - ii. If new, fill out the registration and click ***Register***.
 - iii. If returning, type your email and password and then click ***Login***.
 - c) At the **Store Lobby** screen, click ***Shop by Agency***. Select ***Department of Social and Health Services*** and then select ***Health and Recovery Services Administration***.
 - d) Select ***Billing Instructions, Forms, Healthy Options, Numbered Memo, Publications, or Document Correction***. You will then need to select a year and then select the item by number and title.
2. **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX 360.586.6361/telephone 360.586.6360. (Orders may take up to 2 weeks to fill.)